

**Water/Wastewater Commissioners’
Meeting Minutes
August 5, 2014**

Present: Michael E. Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 6:05 p.m. and asked for a motion to enter into non-public session.

Non--Public Session

Vice-Chairman White made the motion to go into non-public session at 6:05 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Commissioner Courage seconded the motion. All voted in favor. At 6:38 p.m. Vice-Chairman White made the motion to exit the non-public session and return to the public session. Commissioner Courage seconded the motion. All voted in favor. Chairman Putnam announced that no voting occurred during the non-public session.

Decisions

Approval of Meeting Minutes – Commissioner Courage made the motion to approve the minutes of the July 22, 2014 meeting. Vice-Chairman White seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the July 2014 Bill Commitment 140731 and for the July 2014 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the July 2014 Bill Commitment 140731 and for the July Final Bills issued.

Water/Sewer Abatement – 16 Vista Way – Director Boucher explained the circumstances of the billing software error having generated a duplicate invoice following the sale of this property. The amount of usage to be abated is 5 cubic feet. Following brief discussion and Director Boucher’s recommendation to approve the abatement request, Vice-Chairman White made the motion to approve this \$23.41 abatement request. Commissioner Courage seconded the motion. All voted in favor.

Discussion/Information Items:

West Elm Street Proposed Water Main Extension – Director Boucher distributed email forwarded by Ms. Tina Philbrick, Executive Assistant, requesting the commissioners consider rescheduling the August 25 appointment with the Selectmen to either August 18th or to September 8, when the full Board of Selectmen will be present. It was agreed that Mr. Boucher will respond to Ms. Philbrick that the commissioners will meet with the selectmen on September 8. Chairman Putnam, Vice-Chairman White, Commissioner Courage and Director Boucher discussed email received from Mr. Jeff Kevan, T.F. Moran, regarding project funding research progress to date. The NH DES stance is that grant money would not be applicable due to the limited potential for future development and the fact that there have not been any known emergency health related issues associated with this vicinity. Potential Elm Street business water connections, potential TIF District project funding options, and the merits of adopting a Water Department regulation applicable to a lot frontage assessment fee for new properties connecting to the water system were discussed. Mr. Boucher recommended there not be both an entrance fee and a lot frontage fee, there should be one or the other, and illustrated that a “per foot” frontage fee would likely amount to more than current entrance fees. It was agreed that funding through an expanded TIF District would be the fairest approach. Mr. Boucher questioned whether a vote to expand the TIF District is required and commented a new TIF District fee assessment might discourage a property from connecting to the proposed water main extension. Mr. Boucher said the T.F. Moran Company questioned whether Milford would continue to desire a 12” water main extension along West Elm Street if the Town of Wilton would not wish to immediately connect to Milford’s water line. Chairman Putnam pointed out that a 12” water main would be necessary to accommodate fire suppression needs. Mr. Boucher discussed the July 31, 2014 scope of work submitted by Underwood Engineers including investigation of potential grants and low interest loans. Commissioner Courage said Underwood’s proposal encompasses everything except drafting an ordinance, and an ordinance would be needed to update current Water Department regulations. Chairman Putnam said the September 8 joint meeting with the Board of Selectmen would determine the preferred route to proceed with this potential water main extension project, whether to expand the TIF District or ask the residents to vote on this project as a bond issue. Chairman Putnam, Vice-Chairman White and Commissioner Courage agreed that project funding options will be brought to the Selectmen for discussion and determine whether the Board of Selectmen will support pursuit of the needed funding by the Town before the Board of Water and Sewer Commissioners proceed with this project. If this project is to advance, it is imperative the Town of Milford act on this water main extension prior to the NH DOT modifying Elm Street, therefore a decision is needed regarding the funding of Water Department activities. Mr. Boucher said Underwood’s scope of work will be placed on hold.

Dram Cup Water Tank Lining Project – Mr. Boucher distributed a recap of the August 4, 2014 Dram Cup Hill bid opening results, as follows:

ABHE & Svoboda, Inc.	\$418,680.00
John Egan	\$371,440.00
DN Tank Services	\$147,100.00

He said a bid was expected from, but not received from, the Amtek Company. Mr. Boucher explained his familiarity with DN Tank Services' work. Following discussion, Chairman Putnam made the motion to award the Dram Cup Hill Tank Lining project to DN Tank Services in the amount of \$147,100.00 as submitted August 4, 2014 for the bid opening and based upon the recommendation of Director Boucher. Vice-Chairman White seconded the motion. All voted in favor. Chairman Putnam signed the Notice of Award prepared by Mr. Chris Berg, Wright-Pierce.

Activities & Financial Reports – Reviewed by the commissioners. Mr. Boucher responded to the commissioners' inquiries.

Miscellaneous Water Utilities Department Project Updates – Director Boucher said legal correspondence regarding the inter-municipal agreement has been forwarded. Preparations for the Olive Street water main replacement project are underway. Director Boucher advised Director Riendeau today that this will be a two year, two phase project. Mr. Ed Fossier of Brox Industries will schedule a meeting with Director Boucher to discuss the invoice for the recent paving project at the Water Utilities Department.

Future Appointments/Meetings:

The next regular Commissioners' meeting will be Tuesday, August 19, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Vice-Chairman White made the motion to adjourn the meeting at 7:25 p.m. Chairman Putnam seconded the motion. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date